ABSTRACT

Documents are managed in a document management system using a document management method. An image of a document is generated. At least one keyword is identified in the document image. The at least one keyword is identified by locating keyword fields in the document image and detecting words in the keyword fields. The keyword fields are located by either searching for the keyword fields in a selected location of the document image or detecting a field indicator within the document image and locating the keyword fields relative to the field indicator. The at least one keyword is identified by recognizing characters in the document image. Words are detected from characters recognized in the document image. A document name is generated from the at least one keyword. The document image is stored with the document name.